



# **Handbook for Student Workers**

**at**

# **Kentucky Wesleyan College**

# INTRODUCTION

This Handbook for Student Workers provides an overview of the practices established by Kentucky Wesleyan College (KWC) regarding student workers.

There are two classifications of student workers at KWC:

1. FWS students – These students are working under the Federal College Work Study Program (FWS) for funds provided by the federal government to assist students in paying for educational expenses and to provide them with work experience. FWS is a part of a student's financial aid package and listed on the student's award letter. A student must demonstrate need according to the FAFSA in order to qualify for FWS.
2. Non-FWS students – These students are working for funds provided and paid by KWC and not related to financial aid. Only departments with funds in their budgets may hire non-FWS students.

This Handbook applies to both classifications, and all student workers should be familiar with the information in it. Section 1 of this Handbook applies to all student workers; Section 2 applies only to FWS student workers.

After reviewing this Handbook, FWS students must sign the acknowledgement at the end of this Handbook and return it to the Financial Aid Office. Non-FWS students should return the signed acknowledgement to Human Resources.

# SECTION 1

## For All Student Workers

### STUDENT STATUS

Student workers must be currently enrolled and attending KWC. Anyone not currently enrolled at KWC cannot work as a student worker. Students are not eligible for employee benefits.

### APPLICATION PROCESS

FWS: Students apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) and indicating an interest in student work study on that form. Please see Section 2 for more information on FWS.

Non-FWS: Students interested in non-FWS work should inquire about opportunities directly with offices or KWC employees. The PLUS Center in particular hires several student workers.

Both: Whether FWS or non-FWS, when the student and supervisor meet, the meeting should be conducted in much the same way as a job interview. The supervisor should plan an orientation for the student which should include the conditions of employment and expectations (e.g., work schedule, attendance, dress code, etc.), the purpose of the department or office, the other staff members and the physical surroundings, and any confidentiality issues.

### WORK QUALIFICATIONS

Students working at KWC, whether FWS or not, must regard the position as a real job. Students working on campus are afforded job experiences meant to prepare them for their post-college careers. It is vital that students understand the employee/supervisor relationship as well as the importance of their positions. Students are expected to conduct themselves as positive representatives of KWC.

### SETTING A SCHEDULE

Students may begin working as soon after the semester begins as their supervisor chooses. Students must contact the supervisor to arrange a work schedule. A student's work schedule is based upon the time available outside of his/her class schedule and the time available in the department. If possible, supervisors should allow students to choose hours that fit their study habits the best. Students may be asked or required to work nights and/or weekends.

### GOVERNMENT FORMS

Students are required to complete certain federal and state forms. These forms are available from the PantherNet, Human Resources, and the applicable federal and state websites.

- Form W-4 - Employee's Withholding Allowance Certificate for federal taxes.
- Form K-4 - Employee's Withholding Exemption Certificate for state taxes.
- Form I-9: - Employment Eligibility Verification. **This form must be completed on or before the student's first day of work.**

Students should visit Human Resources (located on the first floor of the Administration Building) to completed these forms. Supervisors may check with Human Resources to see if their student workers have completed these forms; however, completion is the student's responsibility.

## **HOURS WORKED**

Students may work a maximum of 25 hours per week in any given week. This 25 hour per week maximum is a total for all areas that a student works, not per department. This weekly maximum applies at all times (e.g., during summer break, spring break, etc.).

Students will not be paid for time that they did not work. To determine what defines work for a department, students should talk with supervisors.

## **WAGE RATE**

Students are paid on an hourly basis for time worked. Most students are paid at minimum wage, currently \$7.25 per hour. Students are not eligible for employee benefits.

Students may not receive multiple payments for the same hours worked. For example, if a student worked in the Library from 2 pm – 4 pm and also tutored a student for the PLUS Center during that time in the Library, the student would not be paid from both sources for that time. This is referred to as “double-dipping” and is not allowed.

## **TIMESHEETS**

Students are required to keep a daily record of their hours worked using the electronic version of the student timesheet. This timesheet is available on the PantherNet (go to the PantherNet, select the Student Accounts tab, select Forms from the menu bar on the left, and click the Timesheet hyperlink under the Student Employment heading). Students may save a copy of the timesheet to a computer or flash drive. Please contact Human Resources if you have questions about or need help accessing this timesheet.

Students must complete all the information on the timesheet (i.e., name, SSN, department, FWS or non-FWS, wage rate, month, year, etc.). If the work is non-FWS, an account number must be entered in the appropriate place. Each timesheet covers one calendar month, with the dates of the month listed down the left side of the page. For each day worked, students should indicate the hours of the day worked on the appropriate line representing the date of the month. Once complete, the timesheet should be printed, signed by the student and supervisor, and submitted to the Cashier's Office **on or before the first day of the following month**. Students should submit timesheets each month worked. Do not save them and turn several in at once.

**Students are responsible for submitting completed timesheets to the Cashier's Office on time.** If the timesheet is incomplete or if it is turned in late, payment may be delayed until the next scheduled student pay date. Timesheets turned in without the supervisor's signature will be sent back to the department. This may result in the timesheet not being paid until the next scheduled student pay date. If a student knows that the supervisor will not be available on the day timesheets are due, the student must obtain the supervisor's signature the previous day. If a supervisor will be unavailable for several days, another KWC employee in the same department may be designated to sign the student timesheets if previously discussed between the supervisor and the employee.

### Supervisors

Supervisors should keep a time record on each student and compare those records with the timesheets submitted for signature. Supervisors should make sure the hours on each timesheet are correct before signing it. Changes on timesheets should be made by the supervisor in ink and initialed by the supervisor.

## **TAXES**

Student earnings are subject to federal, state, and local taxes in accordance with the applicable regulations. For families not familiar with Owensboro, the city does have a 1.33% occupational tax to which all earnings are subject.

## **PAYDATE**

Students are paid by paper check or direct deposit. Student checks are issued once a month on the 10<sup>th</sup> of the month. If the 10<sup>th</sup> is a Saturday or Sunday, checks will be issued on the Friday before the 10<sup>th</sup>. Students are encouraged to take advantage of the direct deposit option. Direct deposit authorization forms are available on the PantherNet and from Human Resources.

## **DISTRIBUTION OF CHECKS**

For students using direct deposit, funds will be applied to the account provided on the pay date. Student checks (check stubs for those using direct deposit) will be placed in campus mailboxes.

## **FORM W-2**

W-2 forms are issued annually by the College in accordance with federal requirements. These forms are placed in campus mail for students with campus mailboxes or placed in the U.S. mail for other students. The cost for a replacement W-2 is \$5.00, payable in advance. This fee is allowable per IRS regulations for forms that are lost, destroyed, or never received due to an address change.

## **ATTENDANCE**

Students must notify their supervisor if they will be late or not able to work their scheduled hours. Students should discuss making up missed time with their supervisors. Making up missed time is at the supervisor's discretion.

## **DRESS CODE**

Supervisors will advise students of appropriate attire. Students should dress to fit their type of work.

## **STUDYING AT WORK**

Students should expect to work during their scheduled hours. Students may only study while working if and when the supervisor agrees. A supervisor will not agree to this unless there is a lack of work to be done. This will depend on the nature of the work performed in particular departments.

## **PHONE USE**

When students are working, cell and other phone usage should only be used for emergencies. No personal long distance calls may be made by a student and charged to the College.

## **USE OF KWC EQUIPMENT OR PROPERTY**

If students use KWC equipment or property, they have a responsibility to use it in a careful, professional manner. Such equipment and property are for business purposes only. For example, copiers must not be used for homework or personal use. Inappropriate or careless use of College property may result in dismissal.

The College has the right to access all of its equipment and property. Students do not have a right to privacy concerning College technology, equipment, or property.

## **TRAVEL**

Almost all student work takes place on-campus, so it would be unusual for a student to be required to travel. If travel became necessary, the student would be paid for the time spent driving or riding in a car. This does not include commuting to and from work. Currently the only students traveling to off-campus work locations are those involved in the child/family literacy program under FWS.

## **WORKING FOR MORE THAN ONE DEPARTMENT**

Students may work for more than one department and may work under the FWS and non-FWS programs. However, a student cannot be paid for the same hours worked by more than one department, as previously described as double dipping. If a supervisor is temporarily short-handed, the supervisor may “borrow” students from a different department to help out for the day or two after speaking with the student’s assigned supervisor. A separate timesheet is required for each department. In these situations, students are still limited to a maximum of 25 hours per week.

## **CONCERNS AND CONFLICTS**

If a student has a problem or concern, he/she should first discuss it with the supervisor. If that does not resolve the situation, the student should discuss it with the Financial Aid Office if FWS or Human Resources if non-FWS. Likewise, if a supervisor has a problem or concern with a student, the supervisor should first address the problem with the student. If that does not resolve the situation, the supervisor should discuss the situation with the Financial Aid Office if FWS or Human Resources if non-FWS.

## **TERMINATION**

Before dismissing a student worker, the supervisor should meet with the student to attempt to resolve any problems. Students may be released from a department, for example, if they have inadequate work performance, attendance issues, or unprofessional behavior. Falsifying timesheets is also grounds for dismissal.

## **SECTION 2**

### **For FWS Students Only**

#### **ELIGIBILITY FOR FWS**

A student is eligible for FWS if all of the criteria below are met; however, eligibility does not guarantee an award.

- the student has financial need as determined by completing the Free Application for Federal Student Aid (FAFSA);
- the student demonstrates an ability to maintain satisfactory academic progress; and
- the student is a citizen of the United States, a national or permanent resident thereof.

#### **AWARDING FWS**

Upon receipt of an Institutional Student Information Report, the Financial Aid Office determines the financial need of the student. If all eligibility requirements are met and the student indicated on the FAFSA an interest in working, the student's financial aid award may include FWS as funds are available. The Financial Aid Office is given a limited amount of FWS funds to award each year, and the amount varies from year to year. It is not always possible to award FWS to all students who express an interest or to all students who previously received it. FWS awards are made on a year-by-year basis and are **not** guaranteed for the duration of a student's enrollment at KWC.

FWS awards are not guaranteed earnings. If a student does not work enough hours to earn the award amount, he/she will not be paid the difference. It is the student's responsibility to ensure the award amount is earned. It is also the student's responsibility to ensure that he/she does not work over the FWS amount awarded. In such cases, another scholarship may be reduced by the amount the student was paid over the FWS amount awarded.

#### **FWS PLACEMENT/ASSIGNMENT**

The Financial Aid Office assigns students to specific departments. A Student Employment Application, available from the KWC website, **must** be completed and returned to the Financial Aid Office by no later than August 1. The applications are compared with requests by campus departments. Every effort is made to match a student's skills with the needs of the department. As the FWS award is contingent upon financial eligibility only, students with specific skills are not always available.

The Financial Aid Office will notify students and supervisors at the beginning of the semester concerning:

- The department(s) to which student(s) have been assigned.
- The name and phone number of the students and supervisors.
- The total amount of a student's award for the department.
- The target number of hours per week.

Student and supervisors should review this preliminary list carefully. Changes are possible if the supervisor contacts the Financial Aid Office immediately or if there is a relevant conflict with a student's work schedule. Students may decline their original FWS assignment without a pertinent reason, but they will be placed on the bottom of the FWS waiting list.

## **REQUESTING SPECIFIC STUDENTS**

Supervisors have the opportunity to request specific students for their department near the end of each academic year. Supervisors will be asked to provide the Financial Aid Office the names of the students they would like to have placed with them during the following year. Every effort will be made to fulfill each supervisor's request; however, due to the nature of the FWS program, this may not be possible.

If a supervisor is interested in hiring additional students during the year and has a particular student in mind, he/she should speak with the student's current supervisor first.

## **TARGET NUMBER OF HOURS PER WEEK**

To help students and supervisors plan a schedule, students are given a target number of hours per week. This target is determined by dividing the award by the wage rate by the number of weeks to be worked. For example, an annual award of \$1500 and a wage rate of \$7.25 over a period of 34 weeks would result in a target of six hours per week. Regardless of this computed target, students may not work more than 25 hours per week in any given week.

A supervisor may ask a student to work more or less hours per week or may not have the student follow a standard schedule at all. The number of hours per week a student works will be determined by the supervisor, but may not exceed 25 hours per week and may not exceed the annual FWS award.

## **FWS EARNING PERIOD**

The first day students may work under the FWS program is the first day of class. Exceptions for an earlier start date must be authorized in advance by the Director of Financial Aid.

The last day students can work under the FWS program is May 31. FWS timesheets for May must be completed and submitted to the Cashier's Office no later than June 1.

## **LIMIT OF FWS EARNINGS**

The student's FWS award amount shown on the financial aid award letter is the maximum, gross amount the student may earn under FWS. Students are responsible for insuring that they do not exceed the amount of the award. Supervisors share part of this responsibility, although it is primarily the students' responsibility. The Financial Aid Office will notify a student and the student's supervisor when the student is approaching the award maximum and/or when the entire award is earned. If a student submits hours worked in excess of the FWS award, other financial aid or awards may be reduced to increase the FWS award or the department budget may be charged.

Typically, students are expected to earn half of their total award in the fall semester and half in the spring. If a student is unable to do so, the student should inform the Financial Aid Office as soon as possible, but prior to the end of the fall semester, so that special arrangements can be made. The Financial Aid Office evaluates each student's FWS award and earnings at the end of the fall semester to determine if a student's award should be decreased based on the percentage of total award not earned. If a student has not earned close to 50% of their total award by the end of the fall term, the FWS award could be decreased or eliminated. Not turning in timesheets in a timely manner could result in a reduction or loss of the FWS award.

## **INCREASING A FWS AWARD**

It is generally not possible to increase a FWS award. Awards are made on the basis of needed and available funds. If there is a need for additional resources, students and their supervisors



should discuss the matter with the Financial Aid Office, who will make the determination.

### **CANCELING A FWS AWARD**

The Financial Aid Office or a student can cancel a FWS award. Supervisors can terminate a student's employment in their department, but not their FWS award. If a student wishes to cancel a FWS award, the student must first notify the supervisor and then the Financial Aid Office. The remaining award balance will be canceled by the Financial Aid Office. This **may** change financial aid from other sources.

### **SCHEDULING ISSUES**

If the supervisor has exhausted all possibilities of working around a student's class schedule, the supervisor must contact the Financial Aid Office. The Financial Aid Office will attempt to assign the student to a different department, but there is no guarantee that another opening will be available. Likewise, there is no guarantee that another student will be available for the supervisor's department.

### **TERMINATION OF A FWS STUDENT**

Before dismissing a FWS student, the supervisor should meet with the student to attempt to resolve any problems. If that is unsuccessful, the supervisor must notify Financial Aid Office of the decision before the student is terminated. The Financial Aid Office may place the terminated student in a different department if a position is available. A terminated student is not guaranteed another placement, nor is a supervisor guaranteed another FWS student; however, every effort will be made to accommodate the needs of both. If dissatisfaction with the student's work or performance continues in another department, the student may be removed from the FWS program. The Financial Aid Office may terminate a student from a department or from the FWS program.

### **RESIGNATION OF A FWS STUDENT**

Before a FWS student resigns from a department, the student and supervisor should discuss the matter. If the situation cannot be resolved, the student and supervisor must notify the Financial Aid Office. For the student, there is no guarantee that another opening will be available or become available. For the supervisor, there is no guarantee that another FWS student will be available.

### **QUESTIONS**

Students or supervisors with questions about the FWS program may contact Beth Thompson in the Financial Aid Office at 270-852-3132 or email her at [bthompson@kwc.edu](mailto:bthompson@kwc.edu), or visit the Admission and Financial Aid Office in the Administration Building.

## Student Worker Acknowledgement

As a student worker, I understand that I am required to abide by the rules and regulations found in the Kentucky Wesleyan College Handbook for Student Workers. It is my responsibility to read and obtain clarification of, if necessary, the various policies and procedures. This Handbook is not intended to represent all policies or possible procedures of the College or department to which I will be assigned. I acknowledge that this Handbook and other related documents are available on KWC PantherNet, and that it is my responsibility to regularly check this source for changes.

I further agree that these policies and practices do not create any express or implied student or employment contract or covenant of any type between KWC and me and that this relationship is for no fixed term and may be terminated at any time for any reason.

By signing below, I certify that I have read, understand, and agree with all the statements above.

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Name (Please Print)

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Signature

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Date